

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling	Section.	· · · · · · · · · · · · · · · · · · ·	
FOR AGENCY USE	1. Agency Address	FOR RECORDS	MANAGEMENT USE
Application Date	Law Department	Application Number	
6/5/84	132 State Judicial Bldg.	77-5	505-A
Application Number	40 Capitol Square	Date Received	Date Completed
	Atlanta, GA 30334	JUN 7 1984	AUG 6 1984
2. Person to Contact	Working Title		Telephone Number
b.   Dispose of present a	Schedule; record will continue to accumulate. sccumulation; no further accumulation anticipated. No77-505A Check One: x3x Change; □ Superce	ede: П Void	
4. Dates of Series	5. Records Series Title (followed by title used in office; if d	lifferent)	
Earliest Latest			
1974   Current	Civil Litigation Case Files (Agen	cy Common Sc	chedule)
6. Division and Office Functio	on What is the function of the Division and the Office in	n which this record se	eries is created?
furnishing Boards, and thereof. The management of the second seco	ions of the Law Department are responded services to assigned State De Commissions and the officers, employee Divisions represent the State and no civil litigation in all Federal a administrative tribunals.	partments, A oyees and me d its office	embers ers and
			<b>&gt;</b>
			7.
	t ·		
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.		
	Representing the State and its offi and State courts and before admini		
filed in co	es of pleadings, notifications, tra ourt, correspondence forwarded or re litigated in the courts or administ	eceived in co rative tribu	onnection
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	conologically or alphabetically by n	ame of plair	RECEIVED ntiff.
8. Monthly Reference Rate			<u></u>
	30 ; Seven to twelve months old25 ; Thirteen der25 ;	to twenty-four mon	ths old $\frac{25}{}$ ;
twenty-five months and old  9. Annual Rate of Accumulation		1	
Letter-size drawers	; Legal-size drawers; Shelves	; Other (specify)	200 boxes
AD 50 74: Day 30	(Ouer)		

ES NO 1	0. Questionnaire	(Place an "X" ii	· · · · · · · · · · · · · · · · · · ·	lumn) .			
ζ ;	a. Is this the official copy of the series?  If not, where is it?						
x	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.						
х	c. Is this a vital record?						
_ X	d. Does this series have historical or long term research value?  e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these						
x		o documents in ti ched <u>uled separate</u>		necessary to keep the entire file for a long period, could	triese		
x			<del>-</del> -	ublished? If yes, attach copy.			
x	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?  _X						
	If yes, where?	Essential	document	e, or in another office or agency? s are filed in appropriate cour	t		
$-\frac{\mathbf{x}}{\mathbf{x}}$	i. Is this series for	<u>a major portion (</u> series result in a					
	on Requirements	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	es the series to be kept:			
a. State	Law		years.	d. Audit period	years.		
	ite of limitation	7	·	e. Administrative need	years.		
c. Fede	ral law		years.	f. Federal retention instructions	years.		
Attach (	copy or excert of lav	ws or regulations.	Explain admin	nistrative need.	:		
				iles should be retained for 7 y or papers are needed in a simil			
	se. *		- C- L	papers and account a seminar			
. Approve	ed Disposition Instru	uctions This a	igency recomme	ends that the file series be cut off at the end of each: When closed by ap	nronriate		
				year(s); then			
Desti	isfer to local holding isfer to State Record roy, isfer to State Archiv	area; hold ds Center; hold	year(s); 6 years an	year(s); then then nd 9 months; then			
Desti	sfer to local holding sfer to State Record roy.	area; hold ds Center; hold	year(s); 6 years an				
Desti	isfer to local holding isfer to State Record roy, isfer to State Archiv	area; hold ds Center; hold	year(s); 6 years an		-		
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Destrict Des	esfer to local holding esfer to State Record roy. esfer to State Archiv er (Specify) centage of cas civil litigat	area; holdels Center; hold es for permanent es reopened ion cases.	year(s); 6 years an retention. ranges con	then and 9 months; then six Divisions res	ponsible e Divisions		
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## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling S	Section.	
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Law Department ,	Application Number
5/17/83	132 State Judicial Bldg.	77-505-0
Application Number	40 Capitol Square	Date Received Date Completed
77-505	Atlanta, GA 30334	JUN 1 0 1983   JUN 2 9 1983
2. Person to Contact	Working Title	Telephone Number
DONNA L. STRICE	*	-
3. Action Requested		
	Schedule; record will continue to accumulate.	
	ccumulation; no further accumulation anticipated. No. 77-505 Check One:「本Change:「J. Superco	· · · · · · · · · · · · · · · · · · ·
c.  Amend Application 4. Dates of Series	10 Oneck One:   Onlinge, C Oupered	
Earliest Latest	5. Records Series Title (followed by title used in office, if a	(Agency Common Schedule)
		Schedule)
1974   Current	Civil Litigation Case Fi	les
6. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?
Divisions 1	l, 2, 5, 7, 8, 9, 10 are responsibl	e for furnishing
	ices to assigned State Departments,	
	sions and the officers, employees a	
The Division	ons represent the State and its off	icers and employees
	tigation in all Federal and State	
	tive tribunals.	
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	•	
7. Record Series Description	This file contains the following documents (include form n	numbers and titles, if any):
	Attach samples of the file.	
	Representing the State and its offi	
all rederal	l and State courts and before admin	istrative tribunals.
Included are: Copies	s of pleadings, notifications, tran	carinte correspondence
	ourt, correspondence forwarded or r	
	litigated in the courts or adminis	
witth cases	ricigated in the courts of adminis	cracive cribulars.
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File is arranged:	to Log Louring of diphabetically by ha	
	The state of the s	The same of the sa
8. Monthly Reference Rate	How often are records referred to which are:	
One to six months old	30 ; Seven to twelve months old 25 ; Thirteen	to twenty-four months old:
twenty-five months and olde		· · · · · · · · · · · · · · · · · · ·
9. Annual Rate of Accumulation		† ·
Letter-size drawers	; Legal-size drawers; Shelves	Other (specify) 200 boxes
and the second second	•	
AR-50-71; Rev. 76	(Over)	

YES	NO	10.	Questionnaire	(Place an "X"	" in the proper co	lumn) <sup>7</sup> *	<u> </u>	3	
X		a.		ial copy of the					· — — · — —
		<u> </u>	If not, where is	4					
	x	b.	Does the series	contain confide	ential information	requiring sec	urity handling? If yes, cit	e law or regulation	on.
	x	C.	c. Is this a vital record?						
	<b>x</b>				or long term resea		<del></del>		
	x ·	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?							
	X					ublished? If	yeş, attach copy.		
			The state of the s	뙇		t t	or recorded in a summarize		
	x		If yes, attach o	opy.		·		<del>.</del>	
x -	Ý	h.	Is there a dupl	cation of this se	eries in your office	or in anoth	er <mark>office or agency?</mark> filed <u>in approp</u>	riato gour	••
<u> </u>	x	i.	and the second s		n of it) regularly r				
	X	Į.			a computer print				
11.	Retent	tion f	Requirements	ு The	following require	s the series t	be kept:	8.	
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1	c. Fed				years.	·	ederal retention instructio		,
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	Attacl	h cob	y or excert of la	iws or regulation	ns. Explain admin	istrative need	$oldsymbol{I}_{oldsymbol{i}}$ , which is the state of $oldsymbol{I}_{oldsymbol{i}$		:
	_						uld be retained	-	
	ın cas		e event a	case is	reopened o	r paper	s are needed in	a similar	•
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12.	Appro	ved [	Disposition Inst		_	•	file series be cut off at the		
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Ager	icy He	ead/D	esignee <i>(Signa</i>	ture)	Date	Records Ma	nagement Officer (Signat	ure)	Date
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	State Records Committee (Signature) Date								
Reco	omme	ndatio	ons in para-			Sta	A .	gnawre)	Date
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AR-50-71; Rev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

4374-21

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

	<b>.</b>	· ·		GEMENT DIVISION
Σ •	Publication No. 76-RM-1 for inst			_
•	es and History, Records Manageme	ent Division, 330 Capitol	Avenue, Atlanta, G	eorgia, 30334,
Attention: Scheduling		1	FOR RECORDED	MANAGEMENT USE
' FOR AGENCY USE Application Date	1. Agency Address		Application Number	IANAGEMENT USE
	Law Department		77- 5	<b>'</b> ヘド
December 8, 1977 Application Number	108 Judicial Buil	-	Date Received	
	Atlanta, Georgia	30334	DEC 2 0 1977	Date Completed JAN 9 1978
77-1 2. Person to Contact		Working Title	<u> </u>	Telephone Number
ROBERT H. SHELL	RECORDS MANAGEM	-		-
3. Action Requested	RECORDS MANAGEM	ENI OFFICER		<u>656-3328</u>
•	Schedule; record will continue to acc	cumulate.		
	ccumulation; no further accumulatio			
c. & Amend Application		☑ Change; ☐ Superced		and the second of the second o
4. Dates of Series Earliest Latest	5. Records Series Title (followed)	by title used in office; if di	fferent)	
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1974   1977	<u> </u>	TIGATION CASE F		
5. Division and Office Function	n What is the function of the	Division and the Office in	which this record seri	es is created?
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DIV. I AND DIV.		ion of the State		
in all Federal	and State courts and	before adminis	trative tribu	inais.
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7. Record Series Description	This file contains the following d Attach samples of the file.	ocuments (include form nu	ımbers and titles, if ar	ıy):
Documents relating to: re	presenting the State in c	ivil litigation in	:   all Federal a:	nd State courts
	d before administrative t			14 01410 004113
			*	. <del> </del>
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	cripts, correspondenc		• –	
	rded or received in c		cases litiga	ted in
the co	ourts or administrati	on tribunals.	•	,
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File is arranged: Chron	ologically			
The is arranged.			·	
8. Monthly Reference Rate	How often are records referred	d to which are:		
	); Seven to twelve months of		o twenty-four months	25;
twenty-five months and olde	^ E			
Annual Pate of Accumulati	on of Becards		-	The second secon
Letter-size drawers	; Legal-size drawers 150 bo	XOShelves;	Other (specify)	and the second s
	de.	•		

(Over)

YES NO	10. Questionnaire	(Place an "X	(" in the proper co	olumn)	
x .	a. Is this the office If not, where is	· -	series?		
X			ential information	requiring security handling? If yes, cite law or regul	ation.
X	c. Is this a vital re	cord?	i		4
	d. Does this series				
x	e. When one or to documents be			necessary to keep the entire file for a long period, cou	Id these
X				oublished? If yes, attach copy.	
<sub>x</sub>	g. Is the informat	ion contained i		nalyzed and/or recorded in a summarized report?	6
x	If yes, attach c h. Is there a dupli	cation of this s	eries in your office	e, or in another office or agency?	
				ts are filed in appropriate cou	
X			on of its regularly n a computer print	microfilmed?tout?	**
11. Retent	ion Requirements			es the series to be kept:	<u></u>
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	tute of limitation leral law			e. Administrative need f. Federal retention instructions	years.
C. Ped	ierai iaw	· · · · · · · · · · · · · · · · · · ·	years.	1. Pederal retention instructions	years.
Attach	copy or excerpt of !	aws or regulation	ons Explain admir	nistrative need	
		-		les should be retained for seve	n vears
				pers are needed in a similar ca	
l in (	event a case	: Is reop	ened or pay	pers are needed in a similar ca	5C.
S.₹		•			• • •
12. Approx	ved Disposition Instr	uctions Th	is agency recomm	ends that the file series be cut off at the end of each:	
	,			Fiscal Year; Other	then.
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	ld in the current files			·	
	nsfer to local holdin				
1	nsfer to State Recor	ds Center; hold	yea	r(s); then	
□ Tes	• '				
i	insfer to State Archiv ner <i>(Specify)</i>	es for permane	ent retention.		
1 ·		sed. nlace	folder in i	nactive file; cut off inactive file a	at end of
ea	ch calendar ye	ar; hold i	n current fi	les area I year; then transfer to Sta	ite
Re	cords Center;	hold 6 yea	rs; then des	troy.	
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Inese	instructions apply to	all prior and f	uture accumulatio	INS OT THE SERIES.	
Agency Hea	ad/Designes /Signat	ure)	Date	Records Management Officer (Signature)	Date
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MICH	AEL J. BOWER	S	1/2001/	ROBERT H. SHELLY ON ALL	OR 12-19.77
	<b>V</b>			State Records Committee (Signature)	Date
Recommen	dations in para-			A A A A A A A A A A A A A A A A A A A	
1	e approved.	State Aud	itor/Designee	I have	1-9-78
1	oved, attach letter	s Ok	Ema /Designa	Course Heat	
of explanat	10II.)	Secretary of	State/Designee	March Hen	Jan. 8, 1817
L		Attorney G	eneral/Designee	1/1/1/Vuel	1-9.78
AR-50-71;	Rev. 76	· · · · · · · · · · · · · · · · · · ·	(F	Reverse Side)	

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